

Title: HR Generalist – Training Instructor
PG: 49
Status: Civil Service
Position Reports to: HR Specialist/ Organizational Development
Department: Human Resources

Class Code: 2077
Date: 09/08

GENERAL DESCRIPTION OF CLASS

This is specialized work in the training and development of City employees. Work involves the responsibility for the preparation, presentation and maintenance of training programs. Performance is reviewed through observation and evaluation of training programs, periodic reports and conferences.

ESSENTIAL FUNCTIONS:

1. Performs needs analysis, by consulting with internal customers.
2. Researches and selects training materials appropriate for identified needs.
3. Prepares, evaluates and maintains instructional materials for use in training classes.
4. Conducts training classes for City employees.
5. Facilitates planning meetings and team building for various work groups.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of adult learning concepts.
2. Skill in researching, collecting and interpreting data.
3. Skill in feedback, questioning and group processes.
4. Skill in the use of personal computers
5. Ability to communicate effectively both verbally and in written form.
6. Ability to establish and maintain effective working relationships with co-workers and other City employees.

WORKING ENVIRONMENT/CONDITIONS:

Light work that involves walking or standing most of the time, exerting up to 20-50 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited college or university with a four (4) year degree with major course work in adult education and/or training or related field.
2. Two (2) years of progressively responsible experience in human resource work. Experience in preparing and conducting employee training programs preferred.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.